

DESIGN RATING GUIDE

CONSULTANT EVALUATION

1. DESIGN - Design Phase

I. SCHEDULE - Category Weight 30%

The work performed satisfies the scope of services and the schedule commitments. Tasks are performed in a logical order. Work is completed along the critical path where critical path activities receive the highest priority without neglecting other concurrent activities. The work performed does not require more than one resubmission for corrections. A resubmission for corrections shall not result in a schedule delay. This rating will not reflect factors outside the Consultant's control, such as changes made by the Department to the scope of services.

RATING

5	Work is completed in advance of the agreed scheduled date for critical path items. Projected schedule for deliverables or project completion can be accelerated.
4	Work is completed in advance of the agreed scheduled date for critical path items. Projected schedule for deliverables or project completion cannot be accelerated.
3	Work is completed at the agreed scheduled date for critical path items. Projected schedule for deliverables or project completion maintained but cannot be accelerated.
2	Work is completed after the agreed scheduled date for critical path items. Projected schedule for deliverables or project completion maintained.
1	Work is completed after the agreed scheduled date for critical path items. Projected schedule for deliverables or project completion delayed.

½ points can be assigned when appropriate. Tenths of points are not allowable.

II. QUALITY Category Weight 40%

Consultant's Technical Work.

Work submitted should not require changes due to inaccuracies in technical presentation. Corrective work should not require repeated resubmissions to the Department.

The term "Technical Submissions" includes plans, specifications, environmental, technical reports (foundation, drainage etc.), interactive design communications, schedules, estimates, etc.

RATING

5	Changes were required for clarity of document presentation only. Technical Submissions were in conformance with Department standards.
4	Technical Submissions were not in conformance with Department standards. They were corrected upon notification. A resubmission was not required .
3	Technical Submissions were not in conformance with Department standards. One resubmission , free of inaccuracies was required to correct work.
2	Technical Submissions were not in conformance with Department standards. Two resubmissions were required to correct work.
1	Technical Submissions were not in conformance with Department standards. Three or more resubmissions of work and/or reassignment of work by the Department were required.

½ points can be assigned when appropriate. Tenths of points are not allowable.

III. PROJECT MANAGEMENT - Category Weight 30%

Rates the management; not the individual(s) serving in the position.

The Consultant Project Management:

- is organized and proficient with administrative, procedural and technical skills.
- performs the work of the project as required in the Scope of Services and as directed by the CCM.
- supervises the progress of the work of his staff and that of his Sub-consultants.
- is proficient with verbal and written communications skills.
- is cooperative with the Department and/or joint operating agencies involved with the project.
- keeps the CCM advised of general matters and also identifies and works to resolve problems that arise.
- is available for Department phone calls and meetings.
- receives Department approval prior to making any changes to the Consultant Contract Management or team structure established through the agreement.
- Manages Budget within existing Contract Ceilings
- Notifies the Department prior to the occurrence of extra or additional work
- Has met the requirements of the Departments Goal Compliance for DBE/ESBE/SBE goals.

RATING

5	Has met all of the above requirements. No improvement needed.
4	Above average performance, does not meet one of the above requirements.
3	Average performance, does not meet two of the above requirements.
2	Below average performance, does not meet three of the above requirements.
1	Does not meet three of the above requirements and/or a change of the Consultant. Contract Management is required by the Department.

½ points can be assigned when appropriate. Tenths of points are not allowable.

2. DESIGN – Construction Phase

I. SCHEDULE - Category Weight 20%

Consultants' Responsiveness to the Needs of Construction

The Consultant performs the **Construction Engineering** (CE) support functions described in the agreement such as shop drawing review, response to Requests for Information (RFI) from Contractor and response to construction questions on design issues, required paperwork, preparation of Change of Plans for unforeseen conditions, and other pertinent requests of the CCM in a timely and professional manner. Each CE support function requested of the Consultant shall be considered a "Task Assignment".

The Department CCM and the Consultant will mutually establish reasonable schedules for completion (submissions/responses) of each Task Assignment. The scheduled due date(s) will be established and documented on a case-by-case basis.

Rating Guideline:

The Department CCM and the Consultant will mutually establish reasonable schedules for submissions/responses to each Task Assignment. Each CE Task Assignment will be tracked (assignment date to completion date) by the CCM.

The Consultant's deliverables should be completed on or before the agreed upon scheduled date(s). The appropriate rating will be based on the number of Task Assignments and the delivery date versus the agreed upon due date. No weight shall be applied to the complexity of a given Task Assignment; this rating is predicated on establishing schedules that are appropriate to the complexity of the task, and the mutually agreed upon turn around time from assignment date to completion date.

RATING

5	Deliverables ahead of schedule or on time based on an accelerated schedule. No resubmissions needed.
4	Deliverables on schedule and no resubmissions.
3	There was 1 late deliverable and/or resubmissions were needed.
2	There were up to 2 late deliverables and/or resubmissions were needed.
1	There were more than 2 late deliverables OR a late deliverable that results in a claims or a time extension was required due to delays in deliverables.

½ points can be assigned when appropriate. Tenths of points are not allowable.

II. QUALITY - Category Weight 60%

Identification of Quality of contract documents during construction

Quality Control is the responsibility of the design service provider. There are specific requirements in the Agreement between the State and the provider regarding indemnification and the correction of contract documents. There is also what is generally understood in the engineering section of the Agreement as "reasonable standard of care." Design Service providers also are required to have approved QA/QC procedures on file with the Department.

When during the course of construction, a design issue arises that may be of such magnitude that the State may experience additional costs or Project delays, which would not have been experienced had the contract documents been accurate and within the accepted quality control standards. For this case, the design provider is to be issued, per Department policy, an "Error and Omission" notification.

Deviations from NJDOT Policies, Procedures, Documents, and Manuals that are required for the Designer to perform and complete the project, may result in Error and Omission notifications.

Prior to releasing the notification, the Project Manager and Program Manager will verify with the Resident Engineer and Field Manager. Some examples of deviations where notifications are to be issued:

- Incorrect quantities
- Missing pay items
- Survey busts
- Incorrect elevations
- Geometric errors
- Inconsistencies between plans and specifications
- Change of plans errors
- Incorrect specifications

RATING

5	There were no "Error and Omission" notifications issued this rating period. No resubmissions needed of any deliverables. No "change of plans" due to consultant error were required, no delays to contractor schedule, minimal change orders were required due to consultant error.
4	There was 1 "Error and Omission" notification validated this rating period. One (1) resubmission was required. No "change of plans" due to consultant error were required, no delays to contractor schedule, minimal change orders were required due to consultant error.
3	There were 2 "Error and Omission" notifications validated this rating period. Resubmission needed, a change of plan was required, change orders were required due to consultant error.
2	There were 3 "Error and Omission" notifications validated this rating period. Multiple resubmissions, changes of plan, and/or change orders were required due to consultant error.
1	There were 4 or more "Error and Omission" notifications validated this rating period. Numerous resubmissions, changes of plan, and/or change orders were required due to consultant error.

½ points can be assigned when appropriate. Tenths of points are not allowable.

III. Project Management - Category Weight 20%

Rates the management; NOT the individual(s) serving in the position

The Consultant Project Management:

- organized and proficient with administrative, procedural and technical skills.
- performs the work of the project as required in the Scope of Services and as directed by the CCM
- supervises the progress of the work of his staff and that of his Sub-consultants.
- proficient with verbal and written communications skills.
- cooperative with the Department and/or joint operating agencies involved with the project.
- keeps the CCM advised of general matters and also identifies and works to resolve problems that arise.
- available for Department phone calls and meetings.
- receives Department approval prior to making any changes to the Consultant Contract Management or team structure established through the agreement.
- manages the budget within existing ceilings.
- notifies the Department prior to the occurrence of extra or additional work.

RATING

5	Has met and exceeded all of the above requirements. No improvement needed. Very responsive to PM requests.
4	Above average performance, meets the above requirements.
3	Average performance does not meet all of the above requirements. Some improvement needed in the requirements.
2	Below average performance, does not meet all of the above requirements. Improvement needed in several of the requirements.
1	Does not meet many of the above requirements and/or the Department requires a change of the Consultant Contract Management.

½ points can be assigned when appropriate. Tenths of points are not allowable.

3. Design Consultant Evaluation -Overall Quality (Evaluate after Substantial Completion)

I. Overall Quality - Category Weight 100%

If there are outstanding claim issues at Substantial Completion, Final Rating may differ.

Errors and/or omissions rated herein shall only be based on those that:

- result in the Department incurring additional costs that would not have been incurred had the contract document been correct; and
- the designer has accepted liability and/or a legal settlement was reached with the designer having a financial component; and/or
- the Project Manager executes a change order and has marked "Error and Omission" on the form "Construction Change Order Catalog" (with concurrence of the Claims Section)

Note: Prior to Evaluation, the Project Manager and Program Manager will verify with the Resident Engineer and Field Manager.

Overall Quality ratings for individual projects within a Term Agreement will be averaged at the completion of the agreement. Overall Quality does not apply for task orders used to assist in-house design forces.

RATING

5	There were <u>no</u> design errors or omissions in the plans and/or specifications.
4	There were design errors or omissions in the plans and/or specifications, with a minimal impact to either the project schedule and/or cost. (Cost impact less than 1% of the project cost and/or schedule impact less than 1%.)
3	There were design errors or omissions in the plans and/or specifications, with impacts to either the project schedule and/or cost. (Cost impact between 1% and 4% of the project cost and/or schedule impact between 1% and 4%.)
2	There were design errors or omissions in the plans and/or specifications, with impacts to either the project schedule and/or cost. (Cost impact between 4% and 8% of the project cost and/or schedule impact between 4% and 8%.)
1	There were design errors or omissions in the plans and/or specifications, with a <u>major</u> impact to either the project schedule and/or cost. (Cost impact greater than 8% of the project cost and/or schedule impact greater than 8%.)

½ points can be assigned when appropriate. Tenths of points are not allowable.

FOR DESIGN RATINGS ONLY
Consultant Evaluation System
Design Rating Notes

1. When to Use the Design-Design Phase

- For all Design projects during the course of design (ex: CD, PE, FD, not CE services). If the project goes to Construction (8 months or less) during the rating period, use Design since a rating of the final design submission is important.

2. When to Use the DESIGN / CONSTRUCTION Phase

- Within a one (1) year rating period, if the project was in Design for at least 4 months (8 months construction), use the Design rating phase. The construction engineering can be evaluated in the next phase when more construction issues arise.

3. OVERALL QUALITY Rating

- If a project goes through a CONSTRUCTION PHASE, an OVERALL QUALITY rating must be completed. Overall Quality does not apply for term agreements / task orders used to assist in-house design forces. Overall Quality is a project specific agreement rating.

4. Cancelled Projects

- If a project was cancelled before it went to construction, indicate the phase DESIGN-DESIGN, Rating Type: Project Cancelled (not Final), and indicate under Extra Comments that the project has been cancelled before going to construction and this will be the final rating. An OVERALL QUALITY rating is not needed. The Final rating type only corresponds to an OVERALL QUALITY rating.

5. Projects Not Invoiced During the Rating Cycle

- If a project hasn't been invoiced during the one (1)-year rating period, indicate the phase the project is in, a rating type "NR", and a comment under Extra Comments.

6. Term Agreements

- For Term Agreements, add the Task Order number on each rating form. All task orders under a term agreement are averaged into one rating for the term agreement.

Reminder: CES Ratings are for Prime Consultants only.